

POSITION OVERVIEW

The Court Division Manager is responsible for the overall management of a major division of the Court. Court Division Managers are responsible for confronting a variety of challenges on a daily basis, along with recognizing the need to satisfy the judicial, operational and administrative needs of the organization. The position reports directly to a Deputy Executive Officer. The incumbent also provides administrative and operational staff support to judicial officers.

The Court Division Manager position serves at the will of the Court Executive Officer.

ABOUT THE POSITION

The organizational structure of the Court includes the Court Executive Officer, Chief Deputy Executive Officer, two Deputy Executive Officers, and five Division Managers. The current vacancy is in the Family Law Division and is located at the William R. Ridgeway Family Relations Courthouse.

Division Managers may be transferred to any division of the Court at the discretion of the Court Executive Officer.

ABOUT THE COURT

The Superior Court of California, County of Sacramento has approximately 800 employees, 52 Judges and 15 subordinate judicial officers serving the public in Sacramento County.

In 1997, the California Legislature transferred responsibility for trial court funding from individual counties to the State of California.

In January 1, 2001, the Trial Court Employment Protection and Governance Act (Government Code Sections 71600 et seq.) transferred responsibility for

the employment of trial court employees from the County of Sacramento to the Sacramento Superior Court.

ESSENTIAL DUTIES

The Court Division Manager is responsible for:

- Program planning, development and management.
- Analysis of financial trends, legislation, etc., problem solving and creative solutions.
- Fiscal management of major Court programs.
- Personnel management, including employee selection and discipline.
- Administrative and operational support for judicial officers.
- Collaborative relationships and resolution of issues with other public agencies, organizations and members of the public.

MINIMUM QUALIFICATIONS

Either I

Experience: Two (2) years of experience as a Court Manager.

Or II

Experience: Three (3) years of progressively responsible general management experience including program development and personnel administration.

Knowledge of: Operation and management of a major division including administrative support for judicial officers and facilities management; administrative principles and methods including goal setting, program and budget administration, and employee supervision; legislation and local court rules and applicable codes; court functions; analytical methods and techniques;

management, information and record-keeping systems related to the work; legal terminology, forms and procedures.

Ability to: Manage and administer a major division of the Court; plan, develop, implement and evaluate division programs; understand, interpret, and apply codes, ordinances and rules of court, and court filing requirements; supervise and evaluate the work of staff through subordinate managers and supervisors; analyze complex technical and administrative problems, evaluate alternatives and adopt effective courses of action; prepare clear and concise records, reports, correspondence and related written materials; communicate effectively orally and in writing; establish and maintain effective working relationships with others including co-workers, attorneys and the public; exercise sound independent judgment within general policy guidelines.

DESIRABLE COMPETENCIES

Flexibility, strategic thinking, integrity/honesty, team building skills, accountability, decisiveness, financial management, problem solving abilities, political savvy, and excellent oral and written communications skills.

Possession of a bachelor's degree in business or public administration or a related field is desirable.

COMPENSATION PACKAGE

Salary: \$91,517 - \$100,892 annually,
plus 3.35% management differential
(\$94,583 - \$104,272 with differential)

Benefits include County retirement (*reciprocity with PERS and other 1937 retirement plans*) and social security; health, dental, vision and life insurance; medical contribution and dependent care plan; long term disability; parental leave; typical vacation, holiday and sick leave. Contact the Court's Human Resources Office at (916) 874-7828 for additional information.

HOW TO APPLY

Applicants must submit a completed Court application form, resume and responses to the supplemental questions by **5:00 p.m. on Friday, June 30, 2006** (or until filled). Applications received by the final filing date of June 30, 2006 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt.

The Court application form can be obtained online at www.saccourt.com or from the Court's Human Resources Office. Applications can be submitted online at www.saccourt.com, in person at the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, CA or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources Office, 720 9th Street, Sacramento, CA 95814, (916) 874-7828, fax (916) 874-8411.

SELECTION PROCEDURES

1. Applications, resumes and supplemental responses will be evaluated to select the best-qualified candidates.
2. The best-qualified candidates will be invited for an oral interview. The interview may consist of written and/or oral questions and/or a job simulation exercise.
3. The interviews are anticipated to be held on Thursday, July 6, 2006.

If you believe you have a disability that will make it difficult to participate in any portion of the recruitment process and will require reasonable accommodation, please contact the Court's Human Resources Office at (916) 874-7828.

A background investigation and clearance is required prior to appointment. Incumbents in this position are required to disclose financial interests pursuant to Court policy implementing regulations of the Fair Political Practices Commission.

SUPPLEMENTAL QUESTIONS

Your responses to the following questions must be submitted with your court application form and resume. Please include your name on each page you submit. Your responses will be used to evaluate writing ability as well as to determine the best-qualified candidates.

1. Describe how your training, education and experience meet the qualifications for this position. Be specific as to position(s) held, areas and scope of responsibilities, size of organization and other relevant factors that demonstrate your competitiveness for this position.
2. Describe your experience managing multiple programs, including such things as type and number of programs managed, size of program budget, and your level and responsibility in the organization. Please indicate any court-related experience.
3. Describe your experience researching and analyzing complex legislative, operational and legal material, including the purpose and use of your analysis.
4. Please provide examples which demonstrate your ability to identify and implement solutions to major issues challenging an organization, include your responsibility, the issues identified, the analytical/managerial direction that was required, measures required for implementation, the final outcome and any "political" characteristics associated with the program and how the issues were mitigated.



Superior Court of California County of Sacramento

*An
Equal Opportunity Employer*

**Invites Applications
for**

**COURT
DIVISION MANAGER**

**Final Filing Date:
Friday, June 30, 2006
(or until filled)**

